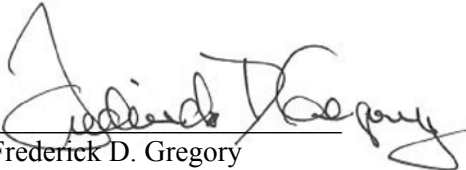


REVISION B



Prepare Aerospace Safety Advisory Panel (ASAP) Annual Report


Frederick D. Gregory
Associate Administrator for
Safety and Mission Assurance

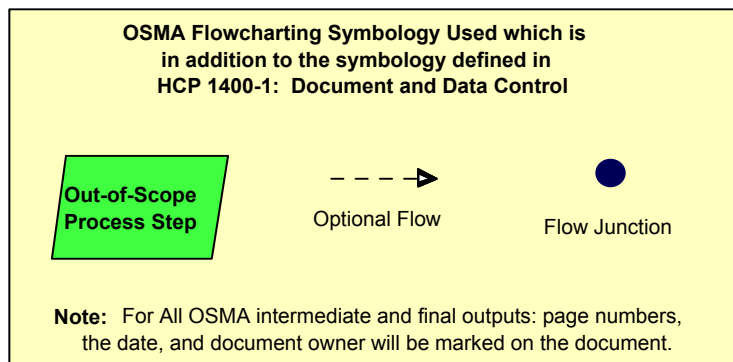
October 9, 2001
Date

DOCUMENT HISTORY LOG

Status (Draft/ Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		January 13, 2000	
Revision	A	April 14, 2000	Editorial Corrections to Reference 4.2, Section 5 flowchart, steps 6.04, 6.06, 6.07 and 6.09 and 4 th Quality record in Section 7.
Revision	B	October 9, 2001	Changed responsible staff member. Added step 6.11 for review of Annual Report and editorial changes to sections 3.1, 3.4, 6.02, 6.04, and 6.08, added reference 4.3, and added new LLIS quality record. Updated quality record retention & disposition.

HQOWI Author: Q-1/Susan Burch

OSMA Staff Member Responsible for this HQOWI: Q-1/David M. Lengyel



1. Purpose

The purpose of this Office of Safety and Mission Assurance (OSMA) Headquarters Office Work Instruction (HQOWI) is to document the process for conducting the Aerospace Safety Advisory Panel's (ASAP's) reviews and developing the ASAP Annual Report. This HQOWI also specifies the Quality Records associated with the process.

2. Scope and Applicability

This HQOWI is applicable to the AA/SMA, ASAP Executive Director, ASAP Staff Assistant, and the ASAP Secretary who participate in the generation of the ASAP Annual Report. The ASAP Chair will also use this HQOWI but is out-of-scope of the registration per reference 4.1.

3. Definitions

- 3.1. ASAP: Aerospace Safety Advisory Panel (as defined in Public Law 90-67)
- 3.2. ASAP Chair: Chairman of the ASAP. Member who is elected by the ASAP membership, approved by the NASA Administrator, and officiates all ASAP functions.
- 3.3. ASAP Editorial Committee: A subcommittee of the ASAP charged with editing the Annual Report.
- 3.4. ASAP Executive Director: Designated Federal Officer for the ASAP. OSMA Civil Servant who is charged with overseeing and coordinating the ASAP activities. The Executive Director is appointed by the NASA Administrator and serves as Executive Secretary and Technical Advisor to the ASAP.
- 3.5. ASAP Secretary: OSMA Civil Servant who supports the ASAP Executive Director.
- 3.6. ASAP Staff Assistant: OSMA Civil Servant who supports the ASAP Executive Director.
- 3.7. ASAP Team: A technical subcommittee of the ASAP designated to review specific categories of safety issues related to NASA Program(s)/Project(s) (e.g. Space Shuttle, International Space Station). Each Team has a designated Team Leader who reports to the ASAP Chair.
- 3.8. POC: Point of Contact

4. Reference Documents

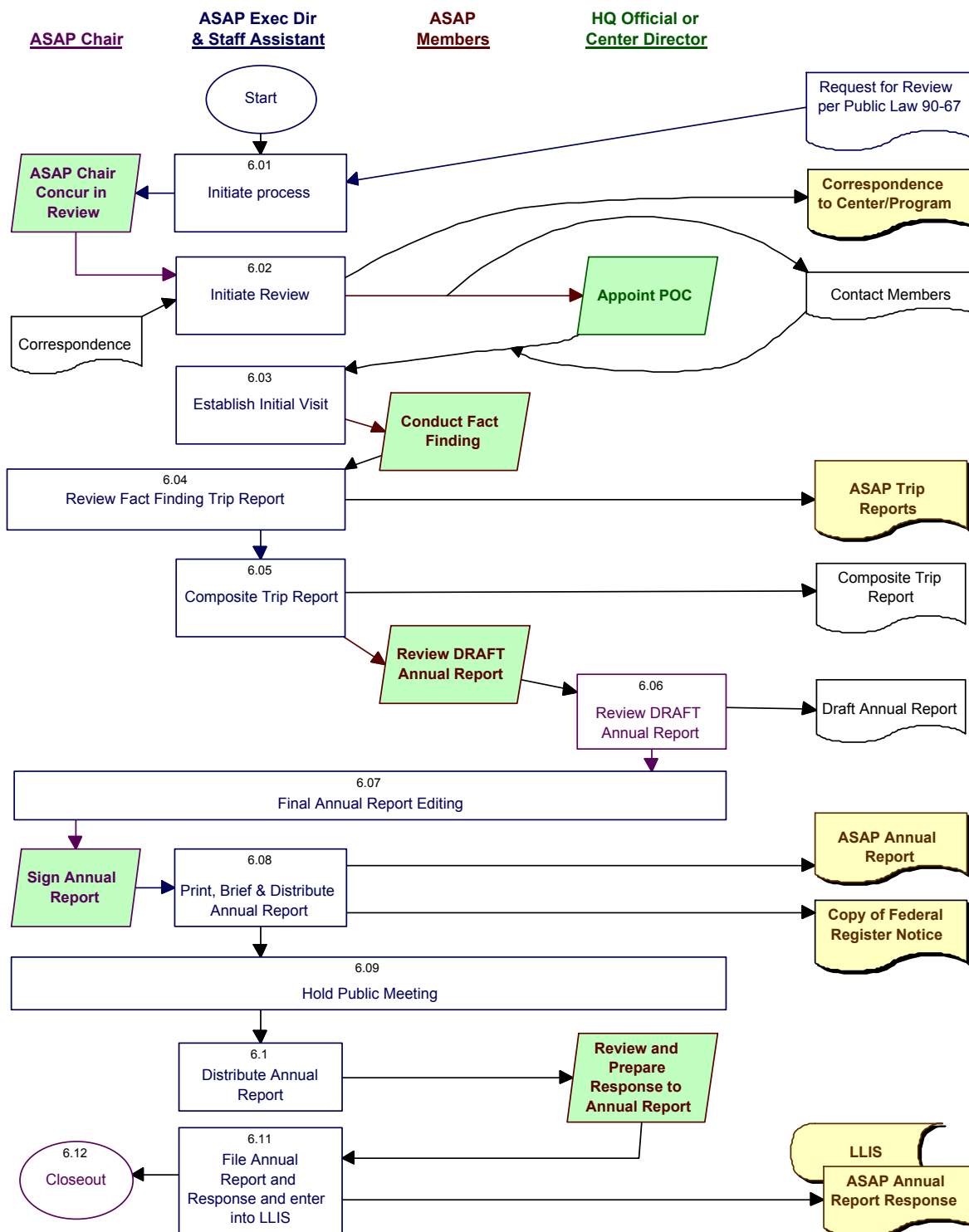
The documents listed in this section are used as reference materials for performing the processes covered by the Quality Management System (QMS). Since all NASA Headquarters Level 1 (QMS Manual) and level 2 (Headquarters Common Processes) documents are applicable to the QMS, they need not be listed in this Section unless specifically referenced in this OSMA HQOWI.

- 4.1. [Public Law 90-67](#)

4.2. [ASAP Charter](#)

4.3. ASAP Bylaws

5. Flowchart



6. Procedure

6.01 ASAP Exec Director Initiate Process:

ASAP is requested to review a safety-related issue (e.g.; design, development, manufacturing, flight preparation, and mission operations) concerning NASA's manned and unmanned space flight and aerospace programs. Requests can come from a variety of sources which include the NASA Administrator, ASAP Chair, ASAP Executive Director, White House, Congress, internally, etc. The ASAP Executive Director receives the request and notifies the ASAP Chair.

The ASAP Chair provides concurrence on the request. The ASAP Chair designates the team(s) responsible for reviewing and providing a recommendation on the issue's safety implications.

6.02 ASAP Exec Director Initiate Review:

The ASAP Executive Director contacts the appropriate team member(s)/consultant(s) required for the review. The ASAP Executive Director requests and schedules a fact-finding visit to the appropriate site (NASA installation or contractor facility) by contacting the appropriate Center Director in writing. If the site being reviewed is not a NASA "Center" then an appropriate official-in-charge is contacted. [Note: This applies throughout this HQOWI.]

The Center Director responds by appointing a Center point-of-contact (POC) for the review. This POC and ASAP Team Leader identify fact-finding visit agenda and logistics.

6.03 ASAP Exec Director Establish Initial Visit:

The ASAP Executive Director finalizes the visit dates and agenda. The ASAP Executive Director, notifies the ASAP Staff Assistant and ASAP Secretary so that all necessary logistical arrangements can be made (including hotel, air, car, etc.). The ASAP Secretary contacts each attendee for travel preferences and to finalize all travel arrangements.

The Team conducts the fact-finding session. After the data gathering process, the Panel provides trip reports to the ASAP Chair and Executive Director, and appropriate members for technical review.

6.04 ASAP Chair, and ASAP Exec Dir Review Fact Finding Trip Report:

The trip reports are reviewed. The ASAP Team Leader or the ASAP Chair will determine if follow-on activities or reviews are required. If further activities are to be done, another instance of this HQOWI is started. A sample format of a trip report is contained in Appendix A.

The ASAP Secretary files the trip reports in the appropriate Chronological files and trip folders. The ASAP Executive Director sends a "Thank You" letter to the Center Director after the visit.

6.05 ASAP Exec Director Draft Annual Report:

Near the end of the calendar year, the ASAP Executive Director collates findings and recommendations from that year's trip reports, and prepares a Composite Trip Report of all findings and recommendations. The ASAP Executive Director provides the Composite Trip Report to the Panel for review prior to conducting a plenary session.

The ASAP Executive Director and the ASAP Chair schedule a plenary session to discuss the findings and recommendations in the Composite Trip Report. The plenary session makes recommendations on the Composite Trip Report and any other issues that are identified by the ASAP.

The ASAP Chair forms an Editorial Committee and assigns writing assignments for the various Annual Report sections. As the section assignments are completed, they are forwarded to the ASAP Executive Director.

The ASAP Executive Director merges the section assignments into a first Draft of the Annual Report.

The Editorial Committee convenes to review the first draft.

The ASAP Executive Director distributes the draft findings, recommendations, and associated background information to the AA/SMA and the appropriate (based on subject matter) HQ's offices for technical review.

6.06 AA/SMA and other HQ AAs Review DRAFT Annual Report:

The AA/SMA, the AAs from various HQ Codes (e.g.; F, J, M, S, and Y) [Note: The list of AAs will change with the content of each Annual Report] and the Chief Information Officer, review the Draft Annual Report for technical accuracy and provides comments to the ASAP Executive Dir.

6.07 ASAP Exec Director with the ASAP Chair Final Annual Report Editing:

The ASAP Executive Director collects and reviews them for content and correctness. The ASAP Executive Director may incorporate the comments in the draft annual report. A meeting of the ASAP Editorial Committee is scheduled.

The ASAP Editorial Committee finalizes the Annual Report. The ASAP Chair signs the Annual Report.

6.08 ASAP Exec Director with the Staff Assistant Print, Brief and Distribute Annual Report:

The Annual Report is sent to the NASA HQ Printing and Design Office (Code CIP) for printing. The ASAP Staff Assistant contacts the NASA Administrator's Secretary and schedules an Annual Meeting between the ASAP and the NASA Administrator.

This meeting is a public meeting; therefore, the ASAP Staff Assistant prepares a Federal Register Notice and submits it to the Advisory Committee Management Office (Code I) for publication in the Federal Register. The Federal Register Notice must be published 10 working days in advance of the meeting.

6.09 ASAP Chair & ASAP Exec Director Hold Public Meeting:

The ASAP Executive Director supports the ASAP Chair for conducting the meeting.

6.10 ASAP Staff Assistant Distribute Annual Report:

The ASAP Staff Assistant and/or Secretary file the Annual Report in the ASAP's files. The Annual Report is distributed to the Administrator, HQ's AA's, Congress, and to a distribution list, which includes Centers, contractors, etc, and is based on the previous year's distribution.

The ASAP Staff Assistant works with the OSMA Webmaster to place the ASAP Annual Report on the OSMA Home Page. The ASAP Staff Assistant will provide a formal request through the ASAP Executive Director for draft NASA responses to the Annual Report no later than 3 months after the Annual Meeting.

The NASA Headquarters Offices and other recipients of the ASAP Annual Report review the Report and prepare responses to the report. The responses are sent to the ASAP Staff Assistant for consolidation.

6.11 ASAP Staff Assistant File Annual Report and Response and enter into LLIS

After receipt of responses, the ASAP Staff Assistant will consolidate the responses and enter them into the NASA Lessons Learned Information System (LLIS). The ASAP Executive Director will review the draft LLIS entries prior to their submittal. The ASAP Staff Assistant files the Annual Report response which will be used in the subsequent year's Annual Report as Appendix B to that report.

6.12 ASAP Chair Closeout:

The ASAP Chair ensures that all of the process paperwork has been properly processed and filed, and then closes out the process.

7. Quality Records

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
Correspondence to Center/Program	ASAP Exec Director	ASAP Files (Member Chron files)	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then transfer to FRC, destroy when 15 years old
ASAP Trip Reports	ASAP Exec Director	ASAP Files (Member Chron files)	Hardcopy	Schedule: 1 Item: 14.B.1.A	Keep as long as report has reference value then transfer to FRC, destroy when 15 years old

Record ID	Owner	Location	Media Electronic /hardcopy	Schedule Number & Item Number	Retention & Disposition
ASAP Annual Report	ASAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	* Permanent * Keep as long as report has reference value then transfer to FRC, transfer to NARA when 20 years old
Copy of the Federal Record Notice	ASAAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	* Permanent * Keep as long as report has reference value then transfer to FRC, transfer to NARA when 20 years old
ASAP Annual Report Responses	ASAP Exec Director	ASAP Files	Hardcopy	Schedule: 1 Item: 14.B.1.A	* Permanent * Keep as long as report has reference value then transfer to FRC, transfer to NARA when 20 years old
Lessons Learned Information System	LLIS Manager	Electronic	Electronic	Schedule: 1 Item: 78.C	Keep as long as report has reference value then delete

Appendix A: Sample Trip Report Format

(Note: FORMATS MAY VARY)

ASAP Fact-finding Memorandum

Memo Date:

Location:

Visit Dates:

Attendees:

Agenda:

Overview

Findings, Recommendations, and Discussion

Finding 1:

Recommendation 1:

Discussion:

Finding 2:

Recommendation 2:

Discussion: